

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE DIRECTIVE

SUBJECT: MEDICATION ADMINISTRATION TIMES

NUMBER: NN-MM-02

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ORIGINAL DATE: 01/11/89

REVIEW/REVISE DATE: 08/08/91, 11/13/91, 06/19/95, 01/07/98, 07/10/03, 04/01/04,
5/03/07, 3/18/10

APPROVAL: _____ Rosalyne Reynolds {s}, Agency Director

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I. PURPOSE

The purpose of this policy is to establish uniform medication administration times except when otherwise specified by a prescriber.

II. DEFINITIONS

Medication administration time is the time for which medication is routinely scheduled with a variance of no greater than one hour.

III. POLICY

Approved medications prescribed by those authorized shall be given within one hour of the time designated. The specific time required must be indicated in all other instances.

## IV. PROCEDURE

1. Medications will be ordered STAT in situations where the immediate danger of the consumer or others is certain. These medications will be administered within 30 minutes from the time the order is written.
2. Medications will be ordered NOW in those circumstances where a consumer is to be started on a medication that is to be given initially in variance with the routine schedule. Most one-time medications would be included in the NOW category. NOW orders will be administered within two (2) hours from the time of the order. If the time of order and the time noted by the RN exceeds 2 hours, the RN must collaborate with the attending or on-call physician.
3. Routine medications will be administered within one hour of the indicated time.

The times are listed below:

|           |             |      |      |      |
|-----------|-------------|------|------|------|
| QAM       | 0800        |      |      |      |
| Daily     | 0800        |      |      |      |
| <u>PM</u> | <u>1700</u> |      |      |      |
| Bedtime   | 2100        |      |      |      |
| BID       | 0800        | 2100 |      |      |
| TID       | 0800        | 1300 | 2100 |      |
| QID       | 0800        | 1200 | 1700 | 2100 |
| q 6 hr.   | 0600        | 1200 | 1800 | 2400 |
| q 8 hr.   | 0600        | 1400 | 2200 |      |
| q 12 hr.  | 0900        | 2100 |      |      |

All other times must be specified.

4. Medication ordered for bedtime PRN (per required need) are usually given at hour of sleep, rather than always at 2100. In the event that a consumer does not request the bedtime PRN until after 2100 but before 0100 the following morning, the patient may still receive the one dose ordered bedtime PRN, at the professional discretion of the Unit RN. All other times must be specified.

5. Medications ordered on an "as needed" basis (PRN) will be ordered in such a manner that the total dose of the routine and the maximum PRN dose do not exceed the manufacturer's allowable maximum dose. These orders will specify the interval for which the medication is to be administered. No variable dosing or intervals are allowed except sliding scale may be used for pain management.
6. Titrating and tapering written orders must specify the daily dose and the corresponding date of which the dose is to be given. They must include the specific date and directions for each portion of the written order.
7. Nothing herein shall be considered to prevent emergency medical care or treatment to any consumer if within a reasonable degree of medical certainty delay would endanger the consumer's health. When the emergency subsides, compliance with these procedures is required.